

POSITION DESCRIPTION

COMMITTEE MEMBER

STATUS: This position holds a place on the

MANAGEMENT COMMITTEE

TERM: The terms of this position are as follows:

Time Frame:	Must be available for 2 years
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$500 p.a. and free t-shirt
Blue Card:	Must hold a valid Blue Card before taking up the role

OBJECTIVES OF THE POSITION:

- Support the Management Committee by providing strategic guidance, governance, and operational support to ensure the organisation meets its goals, legal obligations, and rules.
- Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders.

FUNCTION OF THE POSITION:

- Key responsibilities include attending meetings, contributing to decision-making, overseeing compliance, supporting other committee members, and acting in the best interests of the organisation.
- Undertake specific tasks as identified by the Committee commensurate with expertise, skills and interests,

INTERACTION: The position will be expected to interact with:

- Governing bodies
- Members
- Stakeholders
- General public
- Management Committee
- External parties (e.g. corporate partners)
- Sub-committees
- Government agencies
- Staff

SKILLS REQUIRED:

- Active participation and contribution
- Effective communication
- Strategic thinking and planning
- Financial literacy
- Problem solving and decision making
- Governance and compliance knowledge
- Task management and reliability
- Digital literacy
- Current or ability to gain a volunteer's Blue Card 'Working with Children Check'
- Enthusiasm and dedication.
- Good leadership skills.
- Clear thinker and positive attitude.

TASK SHEET

TASK	EXPECTED OUTCOME	WHEN
Ensure that all the responsibilities under the Association's Incorporation Act are discharged.	Ensure Management Committee members maintain the incorporation act requirements.	Always
	Ensure the organisation always has Secretary's position filled and that the Office of Fair Trading is aware of the Secretary's details.	Always
	Ensure that all records and communication information & material are maintained appropriately.	Always
Role Responsibilities	Prepare for, attend and participate appropriately in all committee meetings.	Monthly/As scheduled
	Support other Management Committee members in their duties as needed. Undertake any assignments given by the committee to you as an individual or member of a sub-team	Always
	Leading or assisting with specific areas of responsibility which could include, marketing, events, sponsorship, or volunteer recruitment.	As required
	Maintain current knowledge about the workings of the association and key issues.	Always
Policy and procedures	As a Management Committee member, be aware of the content of all policies and procedures. Oversee adherence to policies and procedures.	Always
Planning/risk reduction task	As a Management Committee member, you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Member engagement and representation	Engage with, listen to and represent the interests of members.	Always
Volunteer Management	Actively support volunteers and ensure that the recognition and reward program for volunteers has been implemented.	Always
AGM, General and Committee Meetings	For AGM contribute to the Management Committee Report presented at the meeting. For Committee meetings provide a report on activities. Attend General meetings	Always
Conflict of Interest	Declare and manage any actual or perceived conflicts of interest in accordance with the club's Code of Conduct and any applicable law.	Always
Financial oversight	Oversee the club's finances, collection of revenue and expenditure. Contribute to decisions relating to budget setting and expenditure.	Always
Member Service	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
Attendance at Club Activities and Functions	Attend and participate where possible in club activities and functions including sign-on, WPC Academy, Eddie Gilbert Cup, major Social functions and the Presentation Function	Always